



HEIGHTS MANOR NEWSLETTER

325 North Shady Lane · East Liverpool, OH 43920

www.heightsmanorapartments.com

Office Hours

8am-4pm

Closed Saturday & Sunday

Our office will be closed Thursday, November 26th, & Friday, November 27th in observance of Thanksgiving. We will reopen at the normal time on Monday November 30, 2020.

Telephone

330-385-4047

Email

heightsmanor@yahoo.com

Maintenance

NON-EMERGENCY
330-385-4047

EMERGENCY
330-853-8626

Heights Manor Team

Property Manager
Kathy Buzzard

Office Assistant
Paula Criss

Maintenance Manager
Mark Stewart

Maintenance Team
Randy Simmons
Tammie Hill
Charles Keyes



November 26, 2020

REMINDER



Rent is always due on the first day of each month. On the 6th late fees are charged to your account.

RESIDENTS RECEIVING UTILITY CHECKS



For any resident receiving a utility check from us, we ask that you cash the check within 30 days. If you do not receive your reimbursement check on any given month please call the office by the 20th of the month and let the office know.

Reminder- Election Day Tuesday, November 3rd, 2020. The voting location for Heights Manor residents is United Brethren In Christ Church located at 528 Grandview Street, East Liverpool.



Just a reminder Heights Manor has a



“NO PET POLICY”!

Home Energy Assistance Program (HEAP)

To be directed to your local HEAP provider: Call (800) 282-0880 For the hearing-impaired dial 711 The Home Energy Assistance Program (HEAP) is a federally funded program that provides eligible Ohioans assistance with their home energy bills. This one-time benefit is applied directly to the customer's utility bill or bulk fuel bill.



RECIPE OF THE MONTH

SPINACH DIP



1 10 oz. package frozen spinach, Thawed and squeezed dry.

$\frac{3}{4}$ cup plain yogurt

$\frac{3}{4}$ cup reduced-fat mayonnaise

2 scallions, white part only thinly sliced

Salt & Pepper

Blend spinach, yogurt, mayonnaise and scallions in food processor until smooth. Season with salt and pepper. Keep covered and chilled until ready to serve. Enjoy!!!

Veterans Day is November 11th

Happy Veterans Day to all the Veterans!!!!



Daylight savings time ends November 1st, 2020
don't forget to turn your clocks back Saturday
night 1 hour.



1. If you have a change in the household income or size, please call the office and let us know what the changes will need to be made. You may also email the office of any changes at heightsmanor@yahoo.com

This is what we will be doing to that process:

- The proper paperwork will be delivered to your door
- You will need to complete the paperwork packet
- Return the completed packet and proof of layoff/termination of employment in the black box located on the outside of the office

If you need assistance in completing the packet you can call the office and we will talk you through it.

Our team is limiting their exposure to residents for the safety and concern of all.

2. We will continue to limit the number of work orders that will be completed in occupied apartments. The more routine repairs may have to wait until further notice.

- **If there is an emergency, we will be there!**
- We do ask that you notify us if any occupant of the unit is sick.
- If we are going to come into your apartment, we will ask that you vacate the apartment while our staff is there.

We appreciate everyone's cooperation during this Pandemic and want to keep you and our staff safe. We will get thru this together!

Be **SAFE** from coronavirus infection
Be **SMART** & inform yourself about it
Be **KIND** & support one another